

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **ADMINISTRATIVE SUPPORT II**

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Jurisdictional Class: **Competitive**  
Date Adopted: **April 20, 2008**  
Date Revised:  
Jurisdictions: **All**  
Union Status: **CSEA**  
Pay Grade: **12**

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**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for performing difficult clerical and administrative support tasks for a program director or manager. Supervision is exercised over the clerical staff in the department. This is a position of trust and confidence, requiring an exchange of confidential information. The work involves responsibility for independently performing moderate level clerical and accounting operations, along with administrative support tasks either for a medium sized department to a large department directly in assisting an Administrative Support III position, or reporting to a Fiscal Coordinator or higher level Administration. Incumbents spend a substantial amount of time operating a personal computer and the rest of the time on routine administrative tasks to ensure the efficient workflow of the office. The work also involves responsibility for the entry and retrieval of information using software on a computer and using a computer to produce printed material such as letters, memoranda and forms. Incumbents work under general supervision receiving detailed instructions only where policies have not been determined. This class differs from that of Administrative Support II either by the size of the department and the number of staff under them that they assist or supervise along with a higher level of decision-making responsibilities. Does related work as required. The duties of this class are varied and are considered moderate to difficult compared to Administrative Support I.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Uses computer and various software programs to perform duties in the support of office operations;  
Prepares and maintains a variety of complex reports, files, records, letters, etc;  
Participates in the entering of fiscal, statistical and other data in a variety of software programs;  
Maintains and prepares the schedules, calendars, forms, bills, vouchers, purchase orders, etc.  
Maintains and updates database/spreadsheet records on a personal computer into various applications such as Excel and Access;  
Establishes and maintains confidential and general office files;  
Schedules conferences, meetings and makes travel arrangements;  
Assists in monitoring and tracking status of program activities or grants;  
Tracks medium to large fiscal accounts;  
Explains established program policies and procedures to the general public/clients and obtains routine information for program purposes;  
Transcribes from dictation tapes or sits in on meetings to take notes to produce the minutes;  
Can compile or will assist in the preparation of unit or departmental budget and in maintaining budget control.  
Collects and secures fees and issues receipts;  
Prepares and maintains financial, statistical and personnel records;  
Orders supplies and materials;  
Collects and gathers information to be used as a basis for reports and memoranda and prepares summaries;  
Answers telephone and gives out information;  
Makes file searches and extracts material; Tracks data and information;  
Required to assign and supervise the work of lower level clerical;  
Compiles data for and prepares and analyzes complex financial and statistical records and reports;  
Cross-trains others and will be cross-trained in specialized procedures;  
Operates various office equipment such as copiers, fax machines, calculators, computer keyboard,

Last Reviewed: n/a  
Last Updated: n/a  
Reviewed By: n/a  
Last Reallocated: n/a1

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### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and data bases at an acceptable rate of accuracy and speed; Ability to organize and maintain accurate records and files; Ability to analyze and organize data and prepare records and reports; Ability to understand and interpret complex oral instructions and/or written directions; Ability to establish and maintain effective working relationships with others; Working knowledge of modern methods used in keeping and checking financial accounts and records, including computer financial software; Thorough knowledge of modern office terminology, procedures, equipment and business English; Thorough knowledge of the organization, functions, laws, policies and regulations, and terminology of the agency to which assigned; Ability to handle routine administrative details independently Ability to prepare and maintain program records and routine reports; Ability to communicate effectively both orally and in writing; Ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of subordinate clerical personnel; Ability to organize and maintain office files; Ability to collect information from various sources for program operations; Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

***Either:***

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Bachelor's degree in Business Administration, Secretarial Science or a closely related field and one (1) year of experience in area of degree must also have experience with the operation of a computer for word-processing, database or spreadsheet applications and working with accounts or budgets; **OR**
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Business Administration, Secretarial Science or a closely related field and two (2) years of clerical experience which involved the operation of a computer for word-processing, database or spreadsheet applications and working with accounts or budgets with at least 1 year of that in a supervising role; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (a); **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.